

## INSTRUCTIONS FOR COFFEE HOSTS

Thanks for agreeing to help with this service offered by FUUSA.

- Contact your coffee co-host and decide who will order **7 dozen** pre-sliced bagels (no salt, no berry, skip the “everything” bagel – make sure to include the usual plus some garlic, pumpernickel and cinnamon raisin but mostly plain flavor for the kids to enjoy) which you will bring to church on Sunday. The logical choices are Brueggers or Price Chopper. Attached you will find a list of where you can find these stores and phone numbers.
- Dave Stone will see that there is fresh milk, cream cheese, butter, juice and other supplies, like coffee, tea, sugar, sweeteners, stirrers, napkins, etc. These supplies are in a bin on top of the refrigerator. Dave will also make all coffee and heat hot water. He will set up "early bird" coffee and tea service at the Channing service window and fill the "pump pots" for the Coffee Hour.
- Hosts should plan to arrive by 9:15. Take out the cream cheese and put on plates in the kitchen to soften. The bagels should be put on trays and covered with clean cloth towels, which can be found in the coffee set up bin. The bagels and cream cheese are to stay in the kitchen until service is over, or around 11 am.
- Get 2 tablecloths from the pantry and put them on the 2 bagel tables in Channing. On the table at far right put coffee cups, napkins and coffee condiments, price signs and money dish. In the middle of that table put a pitcher of ice water and small plastic cups. On the left table put out the bin of napkins (usually on the radiator in kitchen), price signs and money plate. You will put out the bagels, cream cheese and butter later.
- Coffee hosts should be free to attend the service but should plan on leaving during the last hymn, and put out the bagels, cream cheese and butter.
- During Coffee Hour, the hosts will circulate around the Channing Hall food and beverage area, noting if pump pots or cream cheese needs refilling, collecting money and putting it in envelope in the kitchen, bringing tubs of dirty cups to the kitchen, and clearing off the beverage service tables at the end of coffee hour.
- When most people have left coffee hour, scan the areas for dirty coffee cups, clear off the bagel tables including linens, set ups and water. Take the money that you fronted for bagels from the coffee donation envelope. Bring the coffee envelope to the office at the end of the coffee hour and put it in the yellow box labeled finance near the mailboxes.
- Coffee hour tablecloths should be washed and returned to the coffee hour box ASAP. Thank you !

**WHERE CAN I BUY THOSE BAGELS?????**

**Price Chopper Locations with Bagels**

Albany

911 Central Ave., @Colvin..... 482-0280 hit 2 for bagels

East Greenbush

501 Columbia Tpke. (9 & 20)..... 479-4380 hit 3 for bagels

Guilderland

1706 Western Ave ..... 456-0349

Guilderland

Route 155 & 20..... 456-5115

Slingerlands

1395 New Scotland Rd. .... 478-0688 hit 3 for bagels

Glenmont

329 Glenmont Rd (Town Squire) ..... 433-4700 hit 3 for bagels

**Bruegger's Bagel Bakeries**

Albany

1116 Madison Ave..... 489-2236

29 North Pearl..... 463-4961

900 Central Ave ..... 438-6061

1770 Central Ave ..... 464-0363

Delmar

180 Delaware Ave. .... 439-0662

Guilderland

1475 Western Ave..... 482-3579

1800 Western Ave..... 464-1125

East Greenbush

Rensselaer Co Plaza ..... 283-2219

## QUESTIONS YOU MIGHT ASK.....

**(Q) So, what's a coffee set up?**

**(A) Each coffee hour set up will have:**

2-3 pump pots regular coffee, plus 1 for backup

1 pump pot for decaf coffee, plus 1 for backup

1 insulated jug for hot water

1 insulated jug for milk

2 glass sugar pourers

plastic trays with artificial sweetener packets

1 basket with assorted tea bags in Channing

2 or 3 money trays and signs for donations for refreshments

container with plastic or wood stirrers

trays of coffee mugs

1 tray of small plastic glasses

some container for used stirrers and empty paper packets

(place the stainless steel garbage directly next to the window)

**Channing bagel table will have (in the middle):**

a pitcher of ice water.

**(Q) How do I know when to start cleaning up and putting things away?**

(A) There comes a natural lull in the coffee "hour". Sometimes you can tell by when there are no more bagels!

**(Q) What if I have a question, who do I ask?**

(A) Dave Stone is the person to ask. If the question comes to mind before Sunday, call Dave Stone at the office – 463-7135.

**(Q) What if folks from RE ask where they put their dirty dishes?**

(A) If Dave Stone isn't right there to tell them, you can tell them to put them in the sinks to the right of the dishwasher!

IF YOU ARE VISUALLY ORIENTED CHECK OUT THE PICTURES OF HOW THE PASS THROUGH WINDOW AND THE BAGEL TABLE LOOK. THEY ARE IN THE COFFEE BIN ABOVE THE REFRIGERATOR!